
CITY OF MILTON-FREEWATER GOVERNING BODY

Verl Pressnall At Large, Position 1
Steve Irving At Large, Position 2
Edwin E. Chesnut At Large, Position 3

Lewis S. Key Mayor
Orrin Lyon (CL President) Ward 1
Bradley J. Humbert Ward 2
Jose Garcia Ward 3

**CITY OF MILTON-FREEWATER
CITY COUNCIL MINUTES****May 13, 2019**

The Council of the City of Milton-Freewater met Monday, May 13, 2019 at 7:00 p.m. at the Joe Humbert Family Aquatic Center located at 200 DeHaven Street, Milton-Freewater for a tour of the facility improvements that have been made recently with Parks and Recreation Local Option Tax funds.

Those present were: Mayor Lewis Key, Councilors Verl Pressnall, Steve Irving, Brad Humbert, Orrin Lyon, Ed Chesnut, City Manager Linda Hall, Public Works Superintendent Brian Steadman, Finance Director Dave Richmond, City Recorder Leanne Steadman, Patty Key and Sherrie Widmer.

Public Works Superintendent Brian Steadman led the tour of the facility and gave credit to Parks Supervisor Craig Rouse and his crew for the great job they have done. He stated still to come were new umbrellas for the deck area, lockers and a rubberized material will be painted on the swimming pool bottom before it opens for the season.

The regular session of the City Council meeting was called to order at 7:35 p.m. in the Albee Room of the Library, 8 SW 8th Avenue, Milton-Freewater, Oregon.

The following City Council members were present: Mayor Lewis Key, Councilors Verl Pressnall, Steve Irving, Brad Humbert, Orrin Lyon and Ed Chesnut.

Councilor Jose Garcia was absent.

Staff members present were: City Manager Linda Hall, City Recorder Leanne Steadman and Finance Director Dave Richmond.

Citizens and guests present were: Randy Madsen.

Representing the news media was Sherrie Widmer of the Valley Herald.

CONSENT CALENDAR ITEMS:

The consent calendar items consisted of:

- Council Minutes from April 8, 2019
- Accounts payables from April 3, 2019 through April 16, 2019
- Accounts payables from April 17, 2019 through May 7, 2019
- Resolution No. 2390, Authorizing Signature to Amendment No. 01 of the Safe Routes to School Grant Agreement #33114

Councilor Pressnall motioned to adopt the consent calendar items. Councilor Chesnut seconded the motion which passed unanimously.

BUSINESS ITEMS:

RESOLUTION NO. 2391, WRITE OFF UNCOLLECTIBLE ACCOUNTS

Finance Director Dave Richmond reported that each year the city removes from its books accounts that have been determined to be uncollectible. All feasible attempts to collect these accounts have been pursued. The accounts have either been at the Collection Bureau for more than one year, with no commitment to pay, or the balances are under twenty dollars. The only other exceptions are the accounts returned to the City by the credit bureau for reasons of bankruptcy or death. As of January 1, 2004 the Collection Bureau adds their fee in addition to what is owed the city. This has decreased the City's dollar amount of uncollectable debt. Mr. Richmond said the total amount of requested write offs was \$21,715.91. This amount is .002%, substantially less than 1% of the city's approximate \$10,000,000 in receivables. Mr. Richmond stated that staff was notified April 8, 2019 that the Collection Bureau closed their Milton-Freewater office and will be moving it to Walla Walla. Their office was located across the street from the library on SW 8th Street. They are still licensed to collect in Oregon but this will mean that customers will have to contact their Walla Walla office to take care of their collection accounts.

City Manager Linda Hall thanked Mr. Richmond and his staff for the great job they do on helping citizens with their utility accounts especially when some may need a little extra help in locating resources.

Councilor Irving motioned to adopt Resolution No. 2391, Resolution Authorizing the Finance Director to Write off Uncollectible Accounts. Councilor Humbert seconded the motion which passed unanimously.

ANNUAL REVIEW OF INVESTMENT POLICY AND INTEREST EARNINGS UPDATE

Finance Director Dave Richmond reported that the city updated its investment policy and council originally approved it on May 9, 2005. In the policy it states that it must be reviewed annually. Mr. Richmond gave an overview of where the funds were invested and what the balance was for each account. He explained the city's main objectives were: 1) safety, 2) liquidity, and 3) rate of return, in that order. He reported over the past five years the city had received \$392,784 in interest. Staff's recommendation was to leave the policy as is with no amendments as well as the designating parties responsible to serve in the roles of Investment Manager and Investment Controller. He stated in fiscal year 2020 he would like to take a revised investment policy to the Oregon Short Term Fund Board for approval and then present the revised policy to the City Council for review and approval. One of the major changes he will be recommending in the new policy would be in the maturity constraints.

Mayor Key stated the city had a healthy investment total.

Manager Hall stated she believed it was extremely important to have a healthy safety net in reserves for catastrophic events especially for a city our size.

Councilor Irving motioned to approve the City's Investment Policy as is with no amendments. Councilor Pressnall seconded the motion which passed unanimously.

OPPORTUNITY FOR CITIZENS TO APPROACH THE COUNCIL WITH ISSUES NOT ON THE AGENDA

Randy Madsen, 503 NE 8th Avenue – shared his observations, comments and potential solutions regarding the parking issue on Peabody Street by his house. A handout was given to the Council (attached as Exhibit A to these minutes).

Manager Hall gave an update to this concern. She stated she had previously made the council aware of this issue between the two neighbors. She said when she and staff were researching the original concern of Mr. Madsen asking that Mr. Fournell move a car he had parked in an area where he felt there should be no parking, there were many zoning issues in that area. Manager Hall confirmed that Mr. Fournell was issued an encroachment permit by city staff which Mr. Madsen indicated he believed was the problem for parking issue for cars and trucks going into the storage unit, they are now using his driveway. He stated the encroachment permit should be revoked and Mr. Fournell's fence should be moved back to the property line.

A discussion ensued.

Manager Hall stated that C&S Storage would be receiving a letter stated they must obtain a business license. Mr. Fournell will be informed that he must secure the well that he is using and that he maintains the grass area outside his fence that he was once maintaining and that area of Peabody Street remains a no parking zone on both sides. She stated this was probably not the solution that Mr. Madsen was hoping for but it's the best solution staff could come up with right now.

MANAGER REPORT

Manager Hall stated the sewer plant was broken into late Friday night or early Saturday morning. There is an alarm system there and dead bolt locks were placed on doors since the last time it was broken into. They broke windows and she stated they must have been trying to silence the alarm because they started flipping switches and by doing so caused the sewer plant to run in "bypass" mode. She stated that anytime the plant runs in bypass mode a report is required to be submitted to the Department of Environmental Quality, which staff has already submitted. She then reported that while the electric department crew was performing switching, tie switch 3/7 in front of Les Schwab failed causing a brief power outage.

COUNCIL ANNOUNCEMENTS

Councilor Chesnut inquired about the parking, or the lack there of, at Memorial Field on County Road.

Manager Hall stated the reason for part of the parking lot being fenced off at the fire training facility by Memorial Field is because the fire department uses that area for training on the weekends. They need to have access to the fire training tower and area around it. She said staff has spoken to many parents and coaches about the parking and have arranged for more parking in the past. Staff has worked with Umatilla County and had a traffic study done in that area resulting in a slower speed zone through that area. She stated that Memorial Field was never intended to host tournaments but rather just another place for kids to go and kick the ball around and staff was in favor of getting rid of a field of puncture vine so Memorial Field was created. She said the field was never intended to be a full-fledged competition field with large parking areas, bathrooms, drinking fountains and permanent bleachers.

Councilor Chesnut asked if training happened every weekend. He suggested opening it up for parking when there is no training taking place.

Manager Hall stated she would look into this suggestion with the Fire Chief.

Councilor Pressnall report his concerns of cars speeding into NE 6th Court. He said he believed cars were driving in there going 25-30 miles per hour off Elizabeth Street. He said he has noticed

this between the hours of 3:00 p.m. – 5:00 p.m. mostly on weekdays. He also asked if this area could be posted with a 15 MPH speed sign.

Manager Hall stated she would have the Police Chief and Public Works Superintendent look into this concern.

Councilor Irving stated he attended the Cinco de Mayo event in Yantis Park and felt it was very successful. He said the event in the Library, Dia De Los Ninos, which is three days before Cinco de Mayo was also a success with approximately 250 kids attending.

The council adjourned to executive session at 8:22 p.m. pursuant to 192.660 (2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The council returned to open session at 8:47 p.m.

Councilor Humbert made a motion directing staff to ratify the Public Works Labor Agreement as orally presented. Councilor Irving seconded the motion which passed unanimously.

Manager Hall presented to council the latest golf course tournament revenues that the city received from the previous weekend. She stated it appeared that tournaments were being handled differently from the current adopted rates. When she conversed with the golf pro about this he explained how he handled the tournaments and that he was given latitude by a city council fifteen or so years ago. Manager Hall suggested having two councilors, the golf pro and herself get together and come up with a recommendation to present to the city council for consideration so there is clear understanding of how tournaments are to be handled aside from regular play. There was also a brief discussion regarding how often trail fees should be paid. Manager Hall stated that could be worked out as well with the study group to present findings and recommendations to the city council.

Councilors Chesnut, Humbert and Pressnall volunteered.

There being no further business the meeting was adjourned at 9:51 p.m.

Lewis S. Key, Mayor